

# Employer Account Registration

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|---------------|--|
| Introduction  | <p>Employers who pay wages to anyone working or living within Massachusetts are required to register with and report quarterly wage data to the Department of Unemployment Assistance (DUA). This registration process will determine if the Employer will be subject to Unemployment Insurance (UI) Contributions, and after successful registration it will provide access to the system through which Quarterly Wage records are reported.</p> <p>This section of the document will guide the user through creating a new employer account and completing registration. If you have an existing account with DUA and have received a correspondence about activating your account on the QUEST system, please refer to the 'Account Activation' section of this user guide for instructions. The instructions in this section are only for employers registering for the first time with DUA.</p> <p><u><b>IMPORTANT:</b></u> The person completing the registration process for the UI employer account will be the System Administrator by default and will have access to all information in the employer's account. This means the system administrator will be able to view information, make changes, complete transactions, and give online access to other users in this account. Therefore, the person chosen by the employer to register the account should be a highly trusted employee.</p> |
| Helpful Hints | <p>The following information will be required in order to complete the registration process:</p> <ul style="list-style-type: none"><li>• Type of legal entity (sole proprietor, partnership, LLC, etc.)</li><li>• Doing business as name (DBA)</li><li>• Federal Employer Identification Number (FEIN)</li><li>• State and date of formation or incorporation</li><li>• Date that employees first performed services in Massachusetts</li><li>• Owner/Officer information: SSN, FEIN, percent of ownership</li><li>• Principal Business Activity performed in Massachusetts</li><li>• Quarterly Gross Summary of wages paid to date</li><li>• Number of employees currently on the payroll</li></ul>   |

## **Step-by-Step Instructions:**

1. Go to the following web page to begin registration – [www.mass.gov/uima](http://www.mass.gov/uima).
2. Click on the link 'Employer Login'.
3. The following page will appear. Click on the link 'Employer Registration'.

4. The following page will appear. Begin entering the information requested on this screen and click 'Next'. The subsequent series of screens will take you through the registration process by having you answer questions and provide information.

- Once you get to the point where you have entered the user and employer information, the system will save the registration details entered so far and generate a temporary user ID and password. The screen below will show the level you must reach in the registration process for the employer information to be saved. If you quit the registration at this point or beyond, you can come back and continue the registration within a period of 30 days using the temporary user ID and password. Please refer to the section on 'Returning Employer' for instructions on returning later to complete the registration.

Tuesday, November 03, 2009

[Print](#)

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Logon

Employer Registration

Returning Employer

Account Activation

**Temporary User ID and Password**

The partial registration has been saved and your account has been assigned a temporary User ID and password. This ID and password will allow you to exit at any point in the registration process and return later to complete the process. Please print this page for your records.

The temporary user ID and password will expire 30 days after date of issue.

Temporary User ID: **0employe**

Temporary User Password: **passWORD12**

A permanent ID and password will be forwarded once registration is complete.

[Next](#)

- Continue to provide information through the remaining screens. The registration process will be complete when you have successfully entered all the user, employer, business and owner/officer Information. The successful completion of registration will look like the screenshot below.

Friday, July 31, 2009

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**Registration Status**

This is confirmation of successful registration. Please print a copy for your records.

**Determination of Employer Status**

Effective **4/1/2009**, you are an employer subject to Massachusetts Unemployment Insurance (UI) Law (MGL 151A). You will be required to submit quarterly wage detail records and pay UI taxes on the wages paid to each of your employees.

**UI Employer Account Number**

Employer Account Number: **1001**

Reporting Type: **Contributory**

**Notice of UI Tax Rate**

You have been assigned the following Unemployment Insurance (UI) tax rate:

**2009: 2.83%**

Your UI tax rate is one of [several components](#) used to determine your total amount due once you have submitted your quarterly Employment and Wage Detail Report.

**Quarterly Employment and Wage Detail Report Information**

You will be required to submit quarterly employment and wage detail reports. Employment and wage detail reports may be submitted using the Temporary ID and password you received earlier in this registration. Go to the Massachusetts UI website for additional details about submitting these reports. Quarterly reports are due by the last day of the month following the end of the quarter after you become liable for UI contributions. Please complete and submit the reports with your payments promptly. Interest charges are mandated by law on overdue contributions.

The information provided during your registration indicates that you are required to submit an employment and wage detail report for the quarter ending **6/30/2009** and all subsequent quarters.

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8. You will receive a correspondence by U.S. mail with instructions to login to your account (as shown below). Please refer to the 'Logging In' section of this user guide for step by step instructions to login to the employer account.



DEVAL L. PATRICK  
GOVERNOR  
TIMOTHY P. MURRAY  
LT. GOVERNOR

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF UNEMPLOYMENT ASSISTANCE

SUZANNE M. BUMP  
SECRETARY  
MICHAEL TAYLOR  
DIRECTOR  
EDWARD T. MALMBORG  
DIRECTOR



2126760

Employer  
19 STANIFORD ST  
BOSTON, MA 02114-2502

November 06, 2009

EAN: xxxxxxxxx

Thank you for registering your business with Massachusetts Division of Unemployment Assistance. Based on the registration on 7/31/2009, Employer has been assigned the following logon credentials. Your permanent QUEST User ID and temporary Password are as follows:

Permanent User ID: xxxxxxxxx

Temporary Password: xxxxxxxxx

Please log on to the QUEST system at [redacted] with these credentials in order to update your account.

If you feel this information has been assigned in error, please contact this agency at [redacted]

#### Upon successful completion of registration:

|          |   |
|----------|---|
| Output 1 | The employer will be assigned a Massachusetts Employer Account Number (MA EAN).               |
| Output 2 | UI Liability Status of Employer will be determined and all applicable rates will be assigned. |

**During Registration:**

| If   | Then  |
|--|---|
| Employer indicates a transfer of experience          | The registration process will be diverted to process – Provide Information on the sale or purchase of a business, where the employer can provide historical information that will be used for Rate Calculation. |
| Employer is identified as Governmental or Non-Profit | Employer is assigned contributory status. Employer's payment method will be changed to reimbursable if proof of 501(c)(3) status is received within 30 days.  |